



# NAVAIR NADP/NAAP Onboarding Best Practices

*Presented to:*

**NACC CFM All-Hands**

*Presented by:*

**Stephanie Gleason**

NAVAIR National Engineering Career Field Manager (CFM)



# Overview

- NAVAIR Navigator Program
- NADP NAVAIR Orientation
  - Command Overview
    - NAVAIR specific program requirements
  - Program Overview
  - Online Resources
    - Rotation repository
    - iMentor
  - Professional Development Council Overview



# NAVAIR Navigators




# Navigator Defined

- A navigator is generally a peer mentor who is assigned to a new employee to help them:
  - Understand the written and unwritten elements of the organizational culture
  - Learn how to navigate the organization
  - Meet colleagues and other essential staff
  - Answer questions
  - Identify useful new employee resources
- Navigators welcomes the new NADPs with the goal of ensuring a positive transition to the organization/local area

## NAVAIR RETENTION PROGRAM | FACT SHEET

### FACT SHEET KEY POINTS:

- Describes the role of the navigator
- Discusses how navigators are assigned
- Outlines the benefits of the program



### New Employee Navigator Program

March 2015

#### Background

Research indicates an effective onboarding program can improve employee retention significantly. One element of a strong onboarding program is a sponsor program for new employees. The sponsor's role is to help the employee navigate the organizational culture. At NAVAIR, the sponsor program is called the NAVAIR New Employee Navigator Program.


The program will bring several benefits to NAVAIR, including increased employee morale, retention, communication and productivity; enhanced organizational knowledge, and the sharing of quality work processes.

#### Role of the Navigator

A navigator is a generally a peer who is assigned to a new employee to help them understand the written and unwritten elements of the organizational culture, learn how to navigate the organization, meet colleagues and other essential staff, answer questions, and identify useful new employee resources. Essentially, a navigator welcomes the new employee with the goal of ensuring a positive transition to the organizational unit.

- A navigator is not the new employee's supervisor or a mentor:
  - The supervisor is responsible for the new employee's work assignments and performance management.
  - The mentor is typically a more experienced individual who may be involved with the all-around development of an employee on a professional level.
- The navigator's main priority will always be to accomplish his/her regular job duties.
- Navigator should remain available 3 to 6 months but may be up to 1 year depending on needs of new employee to help the new employee whenever possible.
- The navigator should engage the new employee during three distinct phases:
  - Prior to the new employee's arrival
  - Upon new employee's arrival
  - After the new employee's arrival

Updated: 21 Jan 2015





# Navigator Responsibilities

- Engage with the new employee during three distinct phases:
  - Prior to the new employee's arrival
  - Upon new employee's arrival
  - After the new employee's arrival
- Assist new employee as he/she transitions to the workspace, i.e. answering questions, facilitating introductions, etc.
- Remain available 3 to 6 months but may be up to 1 year depending on needs of new employee to help the new employee whenever possible

Note: A navigator's main priority will always be to accomplish his/her technical job duties

Optional: Complete NAVAIR Navigator Training course prior to becoming a navigator for a new employee



# New Employee Navigator Program Benefits

Navigator Benefits	New Employee Benefits	NAVAIR Benefits
Recognition as a high performer	One-on-one assistance	Increased employee morale and retention
Expand network	Jump-start on networking	Increased employee communication
Opportunity to help others	Single point-of-contact	Enhanced organizational knowledge
A fresh perspective	Knowledge of “how things really get done”	Quality work processes are shared
Enhanced leadership skills	A smoother acclimation period	Increased employee productivity



# NAVAIR NADP Orientation





# NADP Purpose and Goal

- The Naval Acquisition Development Program (NADP) is run by the Naval Acquisition Career Center (NACC)/Mechanicsburg
  - Two Tracks: entry-level and associates
- Program Goals:
  - Provides a structured approach to career development
  - Prepare employees to assume positions of significant technical responsibility
  - Prepares employees to take on work assignments with increased responsibility
  - Develop acquisition professional to become a journey level scientist of engineer
- Program Elements:
  - Comprised of formal training, rotations, individual development plan, and Defense Acquisition Workforce Improvement Act (DAWIA) Training





# Program Roles & Resources

- Career Field Manager (CFM)
- Supervisor
- Z code
  - Senior leader or staff member within department
  - Oversees career development of NADPs/ESDPs internal to department
  - Responsible for department communication about the program
- Professional Developmental Council Representatives
  - 2-3 peers within in department
  - Assist with acclimating new developmental employees to workforce and geographic culture
  - Communicate with Z code and Staff Office on program concerns/recommendations
- NAVAIR Navigator
  - Peer mentor assigned to each new NADP upon EOD (pre-check-in)



# NADP Requirement Overview

## TRAINING

- NAVAIR NADP Orientation
- NADP Employee Orientation online via TWMS
- Competency specific training (as identified by supervisor/z-code)\*
- DAWIA Level 1 and 2 certification
- One additional 100 level Defense Acquisition University (DAU) course
- One additional 100 or 200 level DAU course
- 2 Technical Trainings (1 can be NACC funded)
- Program Review
- Acquisition Initial Leadership Development (AILD) (NACC funded)

## DEVELOPMENTAL ROTATIONS

- Two rotations
  - One internal/external to Level 2
  - One external to Level 2

## OTHER

- Individual Development Plan (IDP)
- Master Development Plan (MDP)
- Establish a mentor in iMentor tool
- 4.0 for 4.0 Course (offered via NAVAIR U)
- Level 2 Competency Overview / Command Tour

**Increase  
organization  
exposure via**

- **Mentoring**
- **Command  
Overviews**



# IDP

## ■ IDP Summary

- Summarizes all requirements that have to be met to successfully graduate
- Is required to be updated and signed 45 days prior to each promotion (NEW: submission to 4.0C)

## ■ MDP

- Multi-page Excel document
- This document is not turned in but instead kept up-to-date by you to track your development. You should personalize and update it with each rotation you go on.

- Mentoring
- Level 2 Overview
- PDC Engagement
- "4.0 for 4.0"
- Understanding Yourself + Others (recommended Year 1)
- Self Managing the Human Operating System (recomm Y1)
- NAWC100 (includes a finance component; recomm Y2)
- Powerful Presentations (Comm 2; recomm Y2)
- Critical Thinking (recomm Y3)

Naval Acquisition Development Program (NADP) Individual Development Plan (IDP) Summary - Entry Level Employee			
Employee	Location	Command	
1. Competency Development: As identified on the entry-page NADP IDP			
2. Program Dates:			
Start Entry on Duty (EOD)			
Promotion 1			
Promotion 1 (if applicable)			
Promotion 2 (4 Year NADP-5W end)			
Graduation			
3. Rotational Assignments: (2) Required: "If travel funding is required, NACC will fund the cost of 1 rotational assignment within program execution. (Non-rotational assignments: travel cost overruns and any costs for additional rotational assignments.)			
Command/Location (include city and state)	Planned Dates	Date: Rotation Performed	
Internal:	-	-	-
External:	-	-	-
4. DAWIA Training Requirements: (See Core Certification Standards at <a href="http://www.dawia.com">http://www.dawia.com</a> ) You must apply for certification in sDACH.			
Certification (field for commands)		Date Certified	
Level 1			
Level 2			
Additional DAWIA Courses (for funded by DAWIA/NACC. (See continuous learning module.)	Course Code	Date Completed	
One Additional 100 Level DAWIA Course (see MDP Guidance)			
One Additional 100 or 200 Level DAWIA Course (see MDP Guidance)			
5. Other Training Requirements:			
Training (field for commands/course information)		Date Started	Date Completed
NADP Employee Orientation Training (online via TWMS)			
Acquisition Initial Leadership Development (AILED) (NACC funded)			
Technical Training Course (Command funded)	City/state		
Technical Training Course (NACC funded)	City/state		
Program Review (NACC funded)	City/state		
Individual updated IDP Summary with any signatures and dates in NACC CAREER MANAGEMENT sDACH.			
- Within 45 days of EOD			
- 45 days prior to promotion			
The signature below acknowledges that you are aware of all NADP requirements and have read the policies outlined in the <a href="#">NADP Operating Guide</a> and in the <a href="#">NADP website</a> . Your signature below is not valid unless you can verify the information on the form is correct and correct.			
Employee	Signature	Date	Signature
Supervisor			
CRM			

Naval Acquisition Development										
Name	Command	Homeport Activity								
SECTION A: COMPETENCIES: The Master Development Plan (MDP) competencies identify the information and skill base that BUS-CE entry level employees must have in order to function effectively in their target positions. While individual employees will acquire a broader range of knowledge and expertise, the competencies outline the minimum requirements for the career field. BUS-CE entry level employees are required to take and pass each of the level II DAWIA courses for the BUS-CE track in order to successfully complete the program. Due to the required experience timeframe of four (4) years, employees will only be required to apply and be approved for Level I certification by their second year in the program, however, they must complete all courses required for Level II certification upon completion of the program. Employees unable to complete (pass) the necessary courses required for the BUS-CE track may be terminated for unsuitability at the discretion of the gaining command.										
1. Acquisition Level I: Year 1; Acquisition Level II: Year 2 & 3										
2. Proficiency Level: X = Understanding/Awareness of impact; Y = Perform w/assistance; Z = Perform w/out assistance.										
Competency Description (Skills / Knowledge / Ability / Experience)	Level I Proficiency Level	Level II Proficiency Level	Training Methods			Specific Source		Sponsoring Plan		
	Proficiency Level	Proficiency Level	Course	O-J-T	Rotational Project	Senior Project	(Course title, or Agency & Dept, name or Code)	Date	Estimated Travel Cost	Estimated Tuition Cost
	PODI MET	RODI MET	(CHECK ALL APPLICABLE)							
I. ORIENTATION & GOVERNMENT TRAINING										
a. New Employee Orientation to Activity	X									
b. GS 101 (Powerpoint via NADP website)	X									
c. NADP Employee Orientation Training (online via TWMS)	X									
d. Review NFAAS NFM Users Guide under the Reference section on NFAAS at <a href="https://navfamily.navy.mil">https://navfamily.navy.mil</a>	X									
e. Security Briefing (initial and annual)	X	Y								
f. Annual Ethics Training (annual online via TWMS)	X	Y								
g. Drug-Free Workplace Program (Accessible PDF) (annual online via TWMS)	X	Y								
h. DoD Cyber Awareness Challenge V3 (annual online via TWMS)	X	Y								
i. Privacy and Personally Identifiable Information (PII) Awareness Training (annual online via TWMS)	X	Y								
j. Constitution Day Training (annual online via TWMS)	X	Y								

## • NACC Link for Development Plans

<http://www.secnave.navy.mil/rda/workforce/Pages/NADP/Employees/DevelopmentPlans.aspx>



# NADP Mentoring Requirement

- Establish a Mentor in iMentor

<https://myteam.navair.navy.mil/KM/73/mentoring>

- Benefits

- Gain insight into pros and cons of career options and paths
- Help you avoid critical mistakes
- Bridges the experience gap
- Obtain advice and guidance on setting and meeting goals
- Increases self awareness and self confidence





# NADP Mentoring Guidelines

- Must identify a mentor within 6 months of entering the NADP and record it on MDP
- May not be
  - CFM
  - Immediate supervisor
  - Team lead
  - Z-code
- May be outside your Group/Dept
- May change mentor as career advances

The screenshot shows the iMENTOR web application interface for user C J Jaynes. The header includes the Naval Air Systems Command logo and the iMENTOR title. The user is logged in as Donna Belcher. The interface displays a profile page for C J Jaynes with tabs for General Information, Education/Accolades, Professional History, Personal Note, and Preferences. The 'MENTORING' section shows the user's role as a Mentor and their search preferences. The 'GOALS' section lists various mentoring goals with proficiency levels and a 'Is Seeking' checkbox. A proficiency legend at the bottom explains the rating system: N/A - Not Applicable, 1 - Limited Proficiency, 2 - Somewhat Proficient, 3 - Proficient, 4 - Highly Proficient, 5 - Expert.

GOALS	Providing	Proficiency	Is Seeking
Advice/guidance on career growth/road mapping	5	5	<input type="checkbox"/>
Guidance on education and training options	5	5	<input type="checkbox"/>
Improve knowledge of NAWC organization/culture	5	5	<input type="checkbox"/>
Expand professional network	5	5	<input type="checkbox"/>
Improve technical knowledge, skills, and abilities	5	5	<input type="checkbox"/>
Leadership/management skills	5	5	<input type="checkbox"/>

Proficiency Legend: N/A - Not Applicable 1 - Limited Proficiency 2 - Somewhat Proficient 3 - Proficient 4 - Highly Proficient 5 - Expert





# “4.0 for 4.0” Course Requirement

- Four-hour computer-based training course (earn 4 CL points); Mandatory for all AIR-4.0 developmental employees
- Introduces new employees to the AIR-4.0 Research and Engineering Organization
- Divided into four modules
  - Module 1: Discusses AIR-4.0’s organizational structure
  - Module 2: Highlights some of the laboratories and other specialized facilities at the Naval Air Warfare Centers (NAWCs) that support AIR-4.0
  - Module 3: Discusses AIR-4.0’s engagement across the program life cycle, focusing on technical authority and relationships
  - Module 4: Focuses on where and how the employee fits into NAVAIR and AIR-4.0



**Register through the NAVAIRU website at:**

***<https://navairu.navair.navy.mil>***



# Internal/External No Cost Rotations

- Complete a rotation agreement on the Developmental Assignment Registry (DAR)

<https://myteam.navair.navy.mil/corpapps/dar/rotations/Pages/Agreement.aspx>

**\*\*If any required fields are missing, your rotation form will not process\*\***

NAVAL AIR SYSTEMS COMMAND  
DEVELOPMENTAL ASSIGNMENT REGISTRY (DAR)

Rotations DAR Home My Documents DAR POC Supervisor Search Help Desk

This DAR Agreement is available to employees of types of rotations that aren't announced in D assigned to you or external to NAVAIR. External rotation you may not be able to request it.

This Agreement should be completed before your supervisor will be notified via email to approve.

If you are a current NLDP or ESDP participant, for approvals. [DPT](#)

**Note:** If your rotation was announced in the DAR email message with a link to the Agreement you

Click [HERE](#) to submit an agreement.

ROTATION ASSIGNMENT AGREEMENT  
Stand-Alone Version

Version #: 1 Created From: StandAlone Current User: APPS/Stephanie Gleason Rotation ID: StandAlone169

**SECTION I a - Participant Information**

1. EDIPI Number: 1147576931	2a. Last Name: GLEASON	2b. First Name: STEPHANIE	2c. Middle Name: L M	3. Work Email: stephanie.gleason@navy.mil
4. Comp Code: Level 1: 4.0 Level 2: 4.0C Level 3: I Level 4: I	5. Business Unit: PATUXENT RIVER	6. Business Site: HQ / PEO	7. Pay Plan: GS	8. Grade/Band: 14
9. Occupational Title: MANAGEMENT AND PROGRAM ANALYSIS	10. Degree Level: MA/MS	11. Participant Phone: (301) 342-2228		
12. Employee Type: NAVAIR - CIV	13. Current Participant in a Development Program: <input type="checkbox"/>			

**SECTION I b - Participant Duties**

1. Current Job Duties (500 Characters maximum):

**SECTION II a - Rotation Information**

1. Rotation Assignment Title:	2. Rotation Start Date:	3. Rotation End Date:	4. Position (PT, FT): Select...
5. Rotation Site:	6. Rotation Address:	7. Rotation Business Unit:	
8. Rotation Series/Title:	9. Target GS Pay Plan and Grade:	10. Target STRL Pay Plan and Grade:	
12a. If Internal to NAVAIR, provide Rotation Competency			

Note: you'll need a DAR "profile" in order to complete the form.

- Copy and paste URL link in browser:  
<https://myteam.navair.navy.mil/corpapps/dar/default.aspx>
- Click the Request a Profile button
- Enter 10 digit EDIPI Number on the back of your CAC
- Select the DAR POC group that best represents your home location.
- Select the user's home supervisor. The home supervisor must have an active SharePoint user account in order to be selected in the Supervisor People Picker.
- Click the Save button for the Request Profile Dialog to save the user's profile and close the dialog.





# Other Orientation Overview

- Rotations
- DAWIA
- DPMAP
- Links of Interest
- Contacts & Resources
- Key Dates

## Contacts and Resources

This information is provided as a courtesy. Use advised that it is subject to change without prior notification.

Page 14 of 100 pages

AIR-4.0 (RESEARCH & ENGINEERING)						
	FUNCTION	PERSONNEL/CONSULTANT	COMMUNITY ADMINISTRATION / TRAINING COORDINATOR	COMPLIENCY & CODES SUPERVISOR		
4.0	Engineering	Marco Morris 342-4033	Both HR 757-3269	N/A		
4.01	Naval Aviation Enterprise Chief Technology Office (NAECTO)	Marco Morris 342-4033	Both HR 757-3269	Lynda Gustafson 995-2651		
4.1	Systems Eng	Lisa Martin 342-4019 Yvette Johnson 342-6881	Mary Kay Roach 342-3427 Tim Devine 757-6740	Juan Ortiz 342-2130		
4.2	Cost	Paula Hummer 342-6958	Key Porter 342-2418 Laurie Raley 757-8553	Stacey Weaver 342-4996		
4.3	Air Vehicles	Paula Hummer 342-6958 Sharon Wenger 342-5345	Tammy Thomas 342-4028 Tammy Hall 342-6366	David Hine 342-5640 Hannah Powell 757-7454		
4.4	Propulsion	Crystal Corbett 342-6679	Cynthia Lee 342-8509	Ryan Frontalier 757-3330		
4.5	Avionics, Sensors, and EW/Weapons	Marco Morris 342-4033	Leisha Wood 757-6452	Gerard Wallis 342-2035 Brittany Grace 757-3269		
4.6	H					
4.7	W					
4.8						
4.9						
4.11	Cap					
4.12 (M)	M					
4.0 FAX NUMBER	342-2108					



## DPMAP Guide

### 1. Create a Performance Plan:

1. Login to MHR: <https://mhr.dau.mil/mhr>
2. Under Key Services, select "My Performance"
3. Under Create New Plan, use the drop-down toggle to select "DoD Performance Management Appraisal Program" (DPMAP)
4. Click the "Go" button to display the Create Performance Plan page

### 2. Complete Step 3: Performance Elements and Standards:

### 3. Complete Step 3: Performance Elements and Standards:

3. Begin at "My Performance" main page
4. Select "Add" from the Action column drop-down toggle
5. Click the "Go" button
6. Select Step 3: Add Performance Element and Standard
7. Enter performance title: "Critical Element: EOP (Competence)"
8. Enter the Element details below, or copy/paste from another document. The "Add Element" button is available.

Develop a NIST approved Individual Development Plan (IDP) and include the competencies identified on the EOP at the necessary proficiency levels making reasonably progress toward training the skills required for your assigned acquisition career field.

### 9. Click "Save" and "Add Another"

10. Repeat the above steps for Critical Elements 2 and 3.

### 11. Click "OK" to Save / Submit Certification

12. Select "Save and Add Another Performance Element" button to save and begin writing another performance element and standard.

### 13. Critical Element 3: Teamwork, Organization, and Communication

A successful team requires all team members to demonstrate the performance of their training and on the job training while working at the level commensurate with their assigned position and standard. Success in this critical element will be based on demonstrating the ability to work with others as part of a team.

- Individual performance in part of the team
- Assigning and completing assignments, with the ability to communicate your understanding of assignments and relevant policies and procedures
- Adapting to change
- Following supervisory and/or training instructions
- Providing good customer service/customer satisfaction
- Effective use of time and resources

In addition, personnel demonstrate the ability to perform the duties/critical elements of your assigned grade level.

### 13. Click "Save"



## IDP ENG DAWIA

### Level 1 Engineering DAU/DAWIA Core Requirements:

Core Certification Standards (required for DAWIA certification)	
Acquisition Training	ACQ 191 Fundamentals of Systems Acquisition Management ● ENG 191 Fundamentals of Systems Engineering ● CLE 901 Value Engineering
Functional Training	● CLE 904 Introduction to Lean Enterprise Concepts ● CLM 917 Risk Management ● Note that CLE 001 will not be a requirement after 30 Sep 2019
Education	● Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science ● Note: Civilians serving as an 0902, 0956, or 0955 must meet the OPM education requirements in lieu of this education standard.
Experience	● 1 year of technical experience in an acquisition position from among the following career fields/paths: ENG, SATM, IT, T&E, POM, FE, PM, or LCL ● Similar experience gained from other government positions or industry is acceptable as long as it meets the above standards

### Level 2 Engineering DAU/DAWIA Core Requirements:

Core Certification Standards (required for DAWIA certification)	
Acquisition Training	● ACQ 292 Intermediate Systems Acquisition, Part A ● ACQ 293 Intermediate Systems Acquisition, Part B (R) ● LOG 193 Reliability, Availability, and Maintainability (RAM)
Functional Training	● ENG 291 Applied Systems Engineering in Defense Acquisition, Part I ● ENG 292 Applied Systems Engineering in Defense Acquisition, Part II (R) ● CLE 903 Technical Reviews
Education	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science ● Two years of technical experience in an acquisition position with: - At least 1 year in an ENG or SATM position - Remainder may come from IT, T&E, POM, PM, or LCL
Experience	● Similar experience gained from other government positions or industry is acceptable as long as it meets the above standard.

<http://icatalog.dau.mil/onlinecatalog/CareerLv1.aspx?lvi=1&cld=12>



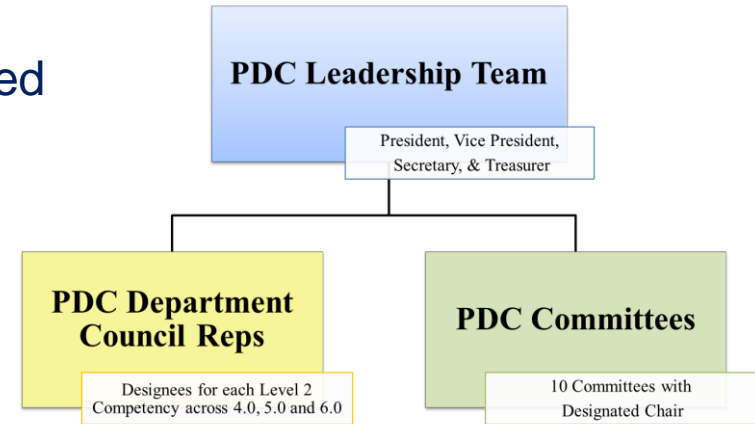
# The Professional Development Council

## BACKGROUND

- Chartered group, largely self-managed/funded
- Made up of developmental employee representatives across multiple departments and committees

## GOALS

- Coordinate events supporting the developmental growth of NAVAIR's newest scientists, engineers, and the broader NAVAIR community by providing:
  - Representation
  - Communication
  - Networking Opportunities
  - Social Activities
  - Community Involvement





# PDC Benefits

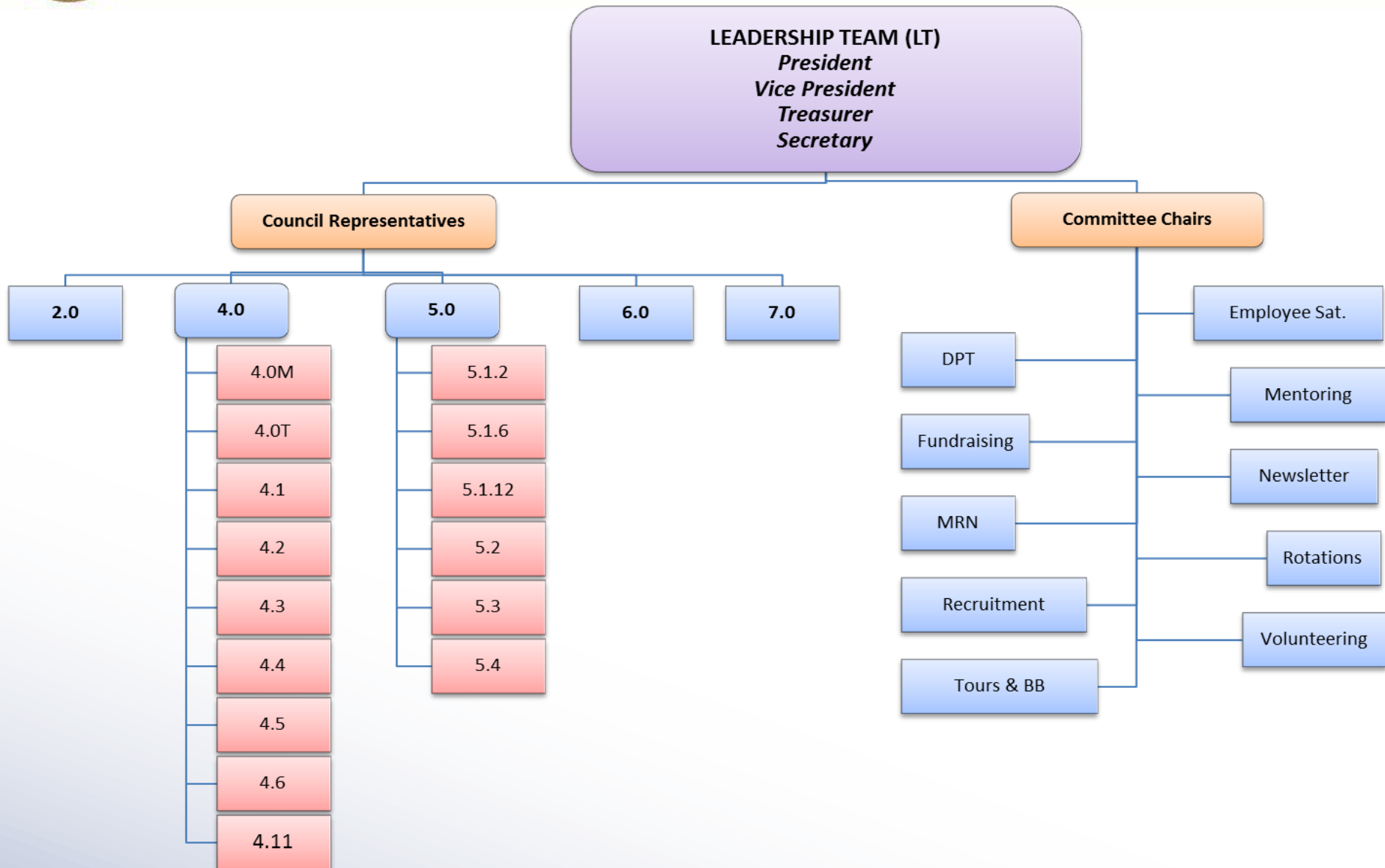
- Provides personal and occupational enrichment
  - Communication & Representation
    - Gives ESDPs new avenue of communication to and from leadership
    - Council Representatives
  - Interaction
    - Committees
    - Networking
    - Leadership opportunities
  - Events
    - Committees
    - Community involvement
    - Social events
    - Volunteering opportunities

For more information on the PDC visit:

<https://myteam.navair.navy.mil/org/ESDP/PDC/Pages/overview.aspx>



# PDC Org Chart





# Council Member's Purpose

## Council Reps:

### Duties

- Organize and execute Level II Overviews
- ESDP voice/vote on the council
- Meet new hires first week
- Serve on one committee

### Requirements

- 6 months ESDP/RJP completed
- Serve 6 months to 1yr on council
- Serve on a committee

## Committee Chairs:

### Duties

- Develop/organize and execute ESDP/RJP events
- Vote on PDC matters
- Hold monthly meetings
- Support LT

### Requirements

- 6 months ESDP/RJP completed
- Serve 1 year on council
- No prior council exp. required

## Leadership Team:

### Duties

- Oversee council operations
- Initiate voting processes
- Direct communication w/
  - ESDP Coordinator
  - Staff Office
  - Z-Codes

### Requirements

- Prior service as rep or chair for 6 months
- Serve 1 year max per position
- 2 term maximum





# PDC: Get Involved

- Invest in your professional development
  - Leadership Skills
  - Resume Builder
  - Performance Reviews
  - Visibility
  - Networking
- Be a part of a team
- Learn more about NAVAIR



**Professional Development Council Newsletter**

Search...

**Categories**

- Developmental Employee Spotlight
- Emerging Technology
- In the Community
  - Meet the Aircraft
  - Meet the Expert
- PDC Committees
  - PDC Leadership Team
  - PDCouncil
  - Trivia
  - ADO CATEGORIES

**Archives**

- March
- February
- January
- December
- October 2015

**Acronyms**

Acronym	Definition
AIMD	Aircraft Maintenance Department
DTE	Developmental Training Event

**Posts**

29 **A Look Back, and Forward at NAVAIR**  
By Marlene, Gabriela E. - Meet the Expert

*Introduction: Mark Byers is the S1.6.3 Branch Head. He usually comes in to greet his team once a week, checks to make sure new hires are settling in, meets with management, and shares a story. Indeed, he has accumulated many stories over his 30 year career with NAVAIR. Here is one he recently shared with his branch.*

**NAVAL AIR STATION PATUXENT RIVER**

On 21 January 1986, a young engineer from WVU got his first job as a Flight Test Engineer at Patuxent River. We were the Naval Air Test Center then, a name I like far better than the present one, and the VX-20 squadron was the Antisubmarine Aircraft Test Directorate, a fitting name, but not inclusive of the panoply of great aircraft on which we worked. NAVAIR was in a leased building in Crystal City, VA, and the myriad of numbers (competency codes) by which we are now known were yet to be conceived. The branch I worked in was known as "Flight Technology."

It was a different world: the 80Q Flight Deck Lounge was still an active bar and Thursdays were Taco Night, where you paid by the ounce for a build-it-yourself taco. Everyone went there on Friday. Later, the hot spot was Solomon's Pier or the... First drink in St. Mark's... was a mix and tonic served in a "two man"



# Questions





# Civilian to Sea

- **What is C2S?** A competitive program for fleet exposure/awareness
- **Target Audience** Developmental Employees in NADP, ESDP, RJP, JLDP, NLDP
- **Statistics**
  - Roughly 150 applicants each cycle and growing
  - Number of slots dependent on ship's capacity (typically 10-20)
- **Process**
  - NAVAIR announces availability to developmental employees
  - Applicants must have supervisor's approval to apply
  - NADP Program Office reviews applications
    - Is employee up to date on NADP requirements
    - Is employee's application complete
    - Applications are rated and ranked
    - Two to three applicants are wait-listed
- **Tips for Applying**
  - State clearly why you want to participate, what your expectations are, how you anticipate the experience will provide growth, and how you will leverage the knowledge and experiences learned from it
  - Explain how it will better yourself, your team, your program, and the command
    - Describe your technical work
    - Give examples / quantify
    - Grammar and word count!



*Connecting our employees to the fleet*



# Civilian to Sea

- 10-20 employees from NADP, ESDP, JLDP, and NLDP
- Lived and dined aboard a US carrier for ~4 days
- Tour the carrier, interface with sailors and commanding officers, and identify ways to better serve the Fleet
- ~ 4 annual trips
- Highly competitive application process



*"Being on the ship was comparable to being dropped into the middle of a bustling, well-functioning, self-contained city. People on the ship moved and worked with purpose, as everyone on the ship had an integral role that was crucial to keeping the ship afloat and functioning. I am amazed by the long, hard hours that are worked without much rest or complaint, and grateful for the opportunity to witness the incredible effort the men and woman on board put forth in order to serve and protect the USA." --Courtney Antemann*



# PDC





# Employee Satisfaction Committee

## Objective:

- To improve workforce retention by identifying improvements that can be made to our current developmental employee departmental practices
- To make NAVAIR and Southern Maryland, a better place to work, live, and socialize.



## Execution:

- Solicit input from developmental employees to make experiences fulfilling.
- Collaborate with the AIR-4.0C Staff Office (also known as the ESDP/RJP Staff Office), Z-Codes, and supervisors to improve the work experience.
- Coordinate events with local organizations to offer networking and social events.  
*\*(SOMD Survival Guide available. Contact PDC Brief Team for a copy)*
- Organize at least one event which allows the developmental community to interact with NAVAIR leadership.



# Fundraising Committee

- Organizes and runs fundraising events to increase council funds
- Types of fundraising events include
  - Burger burns
  - Sub sales
  - Taco sales
  - Annual Holiday Bake-Off
  - Annual Chili Cook-Off
- Proceeds go towards
  - Annual Developmental Training Event (DTE)
  - Annual Holiday Party
  - Committee activities (e.g. gloves for adopt a highway – volunteering)





# Mentoring Committee



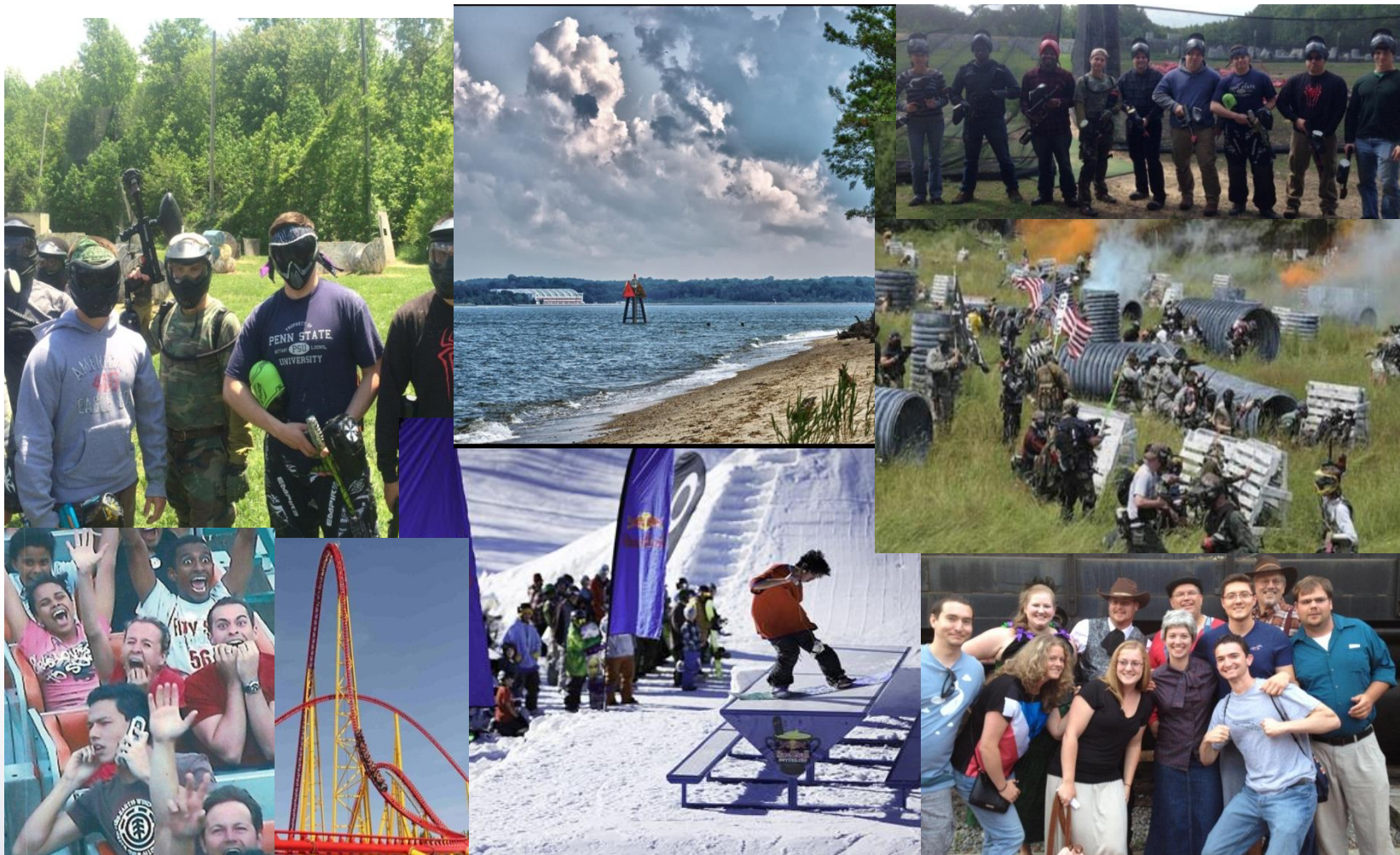
**Organize events to help developmental employees find a mentor**





# Morale, Recreation, & Networking (MRN)

Events geared towards recreation and social networking opportunities



Annual Holiday Party • Paintball Events • Happy Hours • Luncheons • Kayaking  
Concert Trips • Amusement Park Trips • Ski/Snowboarding Trips

POC: Jaleesa Needham ([jaleesa.needham@navy.mil](mailto:jaleesa.needham@navy.mil))

NAVY AIR





# Newsletter Committee

## Objective:

- Increase communication across competencies, committees, and sites
- Increase awareness of activities, opportunities, and accomplishments of the developmental community
- Provide a creative outlet for those who enjoy writing, editing, design, photography, etc.

## Execution:

- **Create newsletter articles to showcase developmental employees both on and off base**
- **Maintain a blog for the developmental community to contribute to on a regular basis**

The screenshot shows the Professional Development Council Newsletter website. The header includes the title "Professional Development Council Newsletter" and a search bar. The left sidebar contains sections for "Categories" (Developmental Employee Spotlight, Emerging Technology, In the Community, Meet the Aircraft, Meet the Expert, PDC Committees, PDC Leadership Team, Potpourri, Trivia, ADD CATEGORY), "Archives" (March, February, January, December, OLDER POSTS), and "Acronyms" (Acronym, Definition, AIMD: Aircraft Immediate Maintenance Department, DTE: Developmental Training Event). The main content area features a post titled "A Look Back, and Forward at NAVAIR" by Menard, Gabrielle E in the "Meet the Expert" category. The post includes an introduction about Mark Byers and a photograph of a vintage aircraft with the number 5349. The text continues with a personal anecdote about the author's first job at NAVAIR in 1986.

**Professional Development Council Newsletter**

Search...

**Categories**

- Developmental Employee Spotlight
- Emerging Technology
- In the Community
- Meet the Aircraft
- Meet the Expert
- PDC Committees
- PDC Leadership Team
- Potpourri
- Trivia
- ADD CATEGORY

**Archives**

- March
- February
- January
- December
- OLDER POSTS

**Acronyms**

Acronym	Definition
AIMD	Aircraft Immediate Maintenance Department
DTE	Developmental Training Event

**Posts**

29 FEB **A Look Back, and Forward at NAVAIR**  
by Menard, Gabrielle E in [Meet the Expert](#)

*Introduction: Mark Byers is the 5.1.6.3 Branch Head. He usually comes in to greet his team once a week, checks to make sure new hires are settling in, meets with management, and shares a story. Indeed, he has accumulated many stories over his 30 year career with NAVAIR. Here is one he recently shared with his branch.*



On 21 January 1986, a young engineer from WVU got his first job as a Flight Test Engineer at Patuxent River. We were the Naval Air Test Center then, a name I like far better than the present one, and the VX-20 squadron was the Antisubmarine Aircraft Test Directorate, a fitting name, but not inclusive of the panoply of great aircraft on which we worked. NAVAIR was in a leased building in Crystal City, VA, and the myriad of numbers (competency codes) by which we are now known were yet to be conceived. The branch I worked in was known as "Flight Technology."

It was a different world: the BOQ Flight Deck Lounge was still an active bar and Thursdays were Taco Night, where you paid by the ounce for a build-it-yourself taco. Everyone went there on Friday. Later, the hot spot was Solomon's Pier or the...

My first drink in St. Man's county was a gin and tonic served in a "no run"



# Recruitment Committee



- Assist with local recruiting events
- Provide PDC information to New Hires during Orientation
- Inform potential New Hires of the Developmental Programs offered within NAVAIR



# Rotations Committee

## Objective:

Assist ESDPs/NADPs/RJPs with the rotation process by providing available rotation information and contacts, facilitating the sharing of rotations experiences, and working to ensure that any applicable resources are current and easy to use.



## Execution:

- Create and maintain documents that assist developmental employees in finding meaningful rotations
- Connect with employees to understand the collective rotational experience
- Source and distribute rotation opportunities for developmental employees
- Host Rotations Seminars for the PDC community







# Tours and Brown Bags Committee

## Objective:

Provide opportunities for developmental employees to gain a more in-depth knowledge of NAVAIR and the many advantages of working for the government and/or on base (i.e. knowledge about other divisions of NAVAIR at Pax River, opportunities for career and educational advancement, recreational opportunities, etc.).



## Past Tours and Brown Bag Events:

- V-22 Osprey Tour
- Air Traffic Control Tower Tour
- Brown Bag – Logistics Overview
- VX-23 Hangar Tour
- US Navy Test Pilot School (TPS) Tour
- Atlantic Test Range (ATR) Tour
- NAVSEA Carderock Tour
- Pentagon Tour





# Volunteering Committee

## Objective:

- Get involved, foster STEM initiatives throughout the community, and give back!



**STEM Events**



**Adopt-A-Highway**

## Execution:

- Identify and organize opportunities for a PDC-sponsored community service project
- Research, gather, and communicate information regarding volunteer opportunities within the community to PDC members
- Collaborate with NAVAIR process owners



# Get Involved!

- Join a Committee
- Improve your Leadership
- Build Friendships
- Bring New Ideas
- Learn about the Organization (NAVAIR)
- Volunteer within the Community

Join us at our next Council Meeting!  
Thursday, October 20 from 1400-1600  
Building 2855 Conference Room 135